

How a Marist User Can Access Large Documents via One Drive

Important Notes:

- a. This process can be used for a Marist User to request files from an outside recipient. This process is recommended for transferring files with **Confidential** information.
- b. Office 365 storage is limited to 1TB. The file upload feature should be used for uploads that are well below the storage limit. If you have a need to transfer or share very large files, please contact the Help Desk for further assistance.
- c. The **Request File** folder should only be used for file requests. It is best to then move the file into a permanent location such as another folder in OneDrive or on your Marist campus share.

Marist User Requesting an Outside Recipient to Send Them Files

1. Log into Office 365 Account through your web browser, click on **"App Launcher"** , and select **"One Drive"**.
2. You can either
 - a. Create a new folder for the files to be uploaded into or
 - b. Select the radio button (checkmark) next to an existing folder for the uploads
3. You will now see an option at the top of the screen that says **"Request Files"**.
4. Click on **"Request Files"**, enter the subject of the files you are requesting, then click **Next**.
5. You will now send the file request, you can send the request 2 different ways:
 - a. You can **copy the link**, paste it into an email, then come back and click **Done**
 - b. Or you can enter the recipients email address to **send it via email**, click **Send**
6. Once the sender has uploaded the file you will receive an email when the file has been uploaded to the designated folder.

Outside Recipient Receives the Request

1. The recipient will receive an email stating that you are requesting files.
2. The recipient will then click on the link labeled **“Upload Files”**.
3. They will be brought to a page where they will click on **“Select Files”** they will then choose the file(s) that they want to upload and click the **“Open”** button. They may have two boxes where they have to enter their **“First Name”** and **“Last Name”**. If the user is already signed into a One Drive account, the name will automatically populate. Then select the **“Upload”** button.
4. The requestor will then receive an email that the **“Files Were Uploaded”**.